

Department of Health and Family Services
Division of Children and Family Services

To: County Human and Social Service Directors
DCFS/Bureau of Milwaukee Child Welfare
DCFS/Bureau of Programs and Policies
DHFS/OSF Area Administration
eWiSACWIS Project Team

From: DCFS/Office of Policy, Evaluation and Planning

Subject: eWReports CM2102 - AFCARS Foster Error Report

***eWiSACWIS Program
Operations Memo***

No: 2004-02
Date: July 12, 2004

Cross-Reference: AFCARS

Effective Date: July 12, 2004

Purpose: The purpose of this memo is to provide direction to agencies using eWiSACWIS for out-of-home placements regarding the availability of the AFCARS exception report on eWiSACWIS.

Background

Placement related data collected in eWiSACWIS is required to meet federal Adoption and Foster Care Analysis and Reporting System (AFCARS) requirements. eWiSACWIS identifies errors in AFCARS data elements, including missing or inconsistent data. For most errors, a generated Tickler Notice alerts staff to AFCARS errors with a description of the error contained within the AFCARS error message. These errors can be corrected using the AFCARS Exception Window in eWiSACWIS.

Overview of CM2102 AFCARS Foster Error Report

The standardized AFCARS Foster Error Report provides agencies with a point-in-time picture of cases with AFCARS errors by county and site, including worker names and IDs for each case and the AFCARS data elements for which errors are present. Cases are listed in the report by site, supervisor and worker. The report is an EXCEL file that contains four spreadsheets: details for open cases; data element summary with totals for open cases; details for closed cases; and data element summary with totals of closed cases. The report lists all AFCARS errors, including some errors that do not produce a tickler. The errors can be corrected by any staff with assignment to the case, although some errors may require staff to have access to out-of-home care provider records or administrative/ fiscal information.

The error report runs monthly on schedule between the fourth and eighth day of each month showing errors existing at the end of the previous month. eWReports contains the AFCARS Foster Error Reports starting with April 2004 and are accessible directly by staff. The hyperlink eWReports beneath the eWiSACWIS Messages and Links section of the startup screen provides a listing of online reports available to the user. There are two sections to the reports listing page – Current Reports and Archived Reports. The current section contains the most recent report and the archive section of eWReports contains reports from the previous three months.

User Access to CM2102 AFCARS Foster Error Report

Access to reports on eWReports is controlled on a user-by-user basis, so staffs who currently have access can see the error report through their eWReports link. Staffs who want access to the report should contact their County Report Authorizer or Security Delegate. To request access, reference the report ID (CM2102) and ask to be placed on the distribution list. The County Report Authorizer or Security Delegate will add staff to the distribution list.

The eWiSACWIS system also provides the capability to generate an on-demand version of the AFCARS Foster Error Report. The report is initiated via an on-demand report window within the eWiSACWIS application. Using the Utilities drop down menu, select Reports Selection, and enter the parameters. The on-demand report is e-mailed the requester. The report will show error cases as of the date of the request. For instructions pertaining to on demand reports, refer to the hyperlink [How do I get a report and how are they distributed?](#) located on the eWReports web page listed below.

Additional Information

The hyperlink [eWReports Knowledge Center](#) located on the right side of the eWiSACWIS startup page under the eWiSACWIS Messages and Links section provides additional informational links to eWReports as well as AFCARS corrections.

- You can also access the eWReports Information page using http://dhfs.wisconsin.gov/wisacwis/knowledge_web/faq/faq_reports.htm.
- The AFCARS Help page is http://dhfs.wisconsin.gov/wisacwis/knowledge_web/Helpdesk/afcars_index.htm

NOTE: The spaces between the words in the hyperlinks above are underscores (_).

Questions and concerns regarding access to eWReports should be directed to your county Security Delegate. You may contact Michelle Rawlings at (608) 264-9846 with questions pertaining to why specific AFCARS errors are present for individual cases. The eWiSACWIS Help Desk is available for general questions concerning use of the AFCARS Exception Window and accompanying Tickler Notices within the eWiSACWIS application.

We appreciate the continuing efforts of agencies to correct AFCARS errors for their cases.